

# CONGRESSMAN J. RANDY FORBES

## Flag Request Form

Updated 07/14/05

### Section A – Requesting Party Information

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Daytime Phone: (     ) \_\_\_\_\_

### Section B – Flying Instructions

1) Is the flag to be flown over the Capitol? ☐ Yes ☐ No (Please skip to Section C)

2) To be flown in:

☐ Memory of: \_\_\_\_\_ ☐ Honor of: \_\_\_\_\_

3) On the occasion of: \_\_\_\_\_

4) Date to be flown: \_\_\_\_\_

*Orders must be received at least three weeks prior to date of flying. Orders received after the three-week deadline may not be flown on the date specified, but will be flown as soon as possible. Special requests will be handled on an individual basis.*

### Section C – Quantity and Payment Information

Flag Type	Price	Quantity	Subtotal
3x5 Nylon	\$9.00		\$
4x6 Nylon	\$13.50		\$
5x8 Nylon	\$18.00		\$
Capitol Flying Fee (per flag)	\$4.05		\$
Postage (per flag)	\$3.20		\$
TOTAL			\$
Check Number			

*Checks must be: a) Payable to the "Office Supply Service Account of J. Randy Forbes"; b) Written for the exact amount; c) Dated on or around the flying date. Checks will not be cashed until order is shipped.*

### Section D – Shipping Instructions

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

*Allow an additional 3-5 weeks from flying date for the Capitol processing and shipping.*

### Section E – Submission

Our Washington, DC office is still experiencing a 2-3 week mail delay. Please mail request to:

Miss Jessica Moffitt, 1680 N. Scott Street Apt. 434, Arlington, VA 22209

*Questions may be directed to (202) 225-6365*